CROWN Memorandum

Memo Number: 02-0039-GN

TO: ESRD Executive Directors, ESRD Data Managers

FROM: Matthew Leipold, Director, Division of ESRD Systems and Contract Management,
              Information Systems Group, OCSQ

DATE: December 23, 2002

SUBJECT: Remedy Inventory Clarification

The purpose of this memorandum is to provide some clarification and guidance regarding the inventory of hardware and software in the Remedy AR system.

Within the QualityNet enterprise we have made it our priority to maintain accurate inventories of hardware and software, establish standard procurement and tracking methods, build baseline measurements for budgeting, and anticipate changes to maintenance and licensing requirements. All of this will allow us to continue building a solid infrastructure and system development lifecycle for our QualityNet partners.

As of this date, you are not required to use the Remedy ERB Initiator forms to list previously purchased hardware or software. We are hoping to streamline the data entry into Remedy by collecting a smaller amount of information, and having you enter inventory items only once. The Remedy inventory forms will contain drop-down menus identifying the specific pieces of equipment or software to be inventoried. For example, for hardware inventory you will be entering serial numbers for the following list of items: Dell PCs (the CPU only – not keyboards, monitors etc.); Dell Laptops; Dell Projectors; HP Printers; and Compaq servers.

The inventory in Remedy will not have to be completed until March 30, 2003. This will allow sufficient time for training to occur via Webex, and for IFMC to create the Inventory Data Entry Forms in the Remedy AR System.

There will be two (2) Webex training sessions available in January that will demonstrate the inventory data entry process and requirements. Please see the attached IFMC enrollment instructions.

Webex Training: Tuesday, January 14, 2003 - 3:00PM EST
                          Thursday, January 16, 2003 - 11:00AM EST (Repeat Session)

If you have any questions please contact JoAnn Lacey at CMS on 410-786-7206.

1	Enrollment Instructions

1. Open Internet Explorer

2. Go to https://ifmcevents.webex.com

3. Locate the name of the event: Inventorying HW/SW using Remedy for ESRDs

4. Locate the date you wish to attend: Tuesday, Jan. 14 from 3:00-4:30pm EST
                                          Thursday, Jan. 16 from 11:00-12:30pm EST

5. Click on the Enroll button to the right of the event title

6. Enter the enrollment password: Inventory

6. Enter the following: name
                          email address
                          phone number

7. Immediately upon submission of this information you will receive an email containing detailed instructions for joining the meeting. Please note that the meeting will not be accessible until 20 minutes prior to the scheduled start time.

8. If you experience any difficulties in enrolling or joining this event, please contact Kristi Westre at 515-453-8091 or Paula Cleveringa at 515-222-2410.